

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DR147				
Name of service	Cois Cairn Community Playgroup				
Address of Service:	Cois Cairn Youth and Community Facility Cois Cairn, Old Connaught Avenue, Bray, Co. Wicklow				
Eircode:	A98 AX60				
Name of Registered Provider:	Jean Browne				
Service type:	Sessional				
Date of Inspection:	21/11/2024				
No of pre-school children:	<table border="1"> <tr> <td>AM</td> <td>13</td> <td>PM</td> <td>N/A</td> </tr> </table>	AM	13	PM	N/A
AM	13	PM	N/A		

Address of the Early Years Inspectorate:	Tusla Child and Family Agency First Floor Trinity Building IDA Business Park Southern Cross Road Bray Co. Wicklow
Inspection undertaken by:	H. Bourke
Title:	Early Years Inspector

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(J) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Conditions if applicable	Not applicable.
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Description of service

This pre-school sessional service was first established in 2012. It is a publicly funded service and is registered to provide care and education for children aged between 2 years and 6 years of age. The playgroup operates between the hours of 09.30am and 12.30pm Monday to Friday for 38 weeks of the year. It participates in the Early Childhood Care and Education (ECCE) scheme.

Staffing

The registered provider does not work directly with the children, a manager has been appointed to run the service. There are two full time members of staff, and this includes the appointed manager. Both staff members were present on the day of inspection.

Methodology

Tusla's Early Years Inspectorate is the independent statutory regulator of early years services in Ireland. The Child Care Act 1991 (Early Years Services) Regulations 2016 define the duty of a registered provider to ensure the safety and well-being of children and to comply with these regulations. This Act also gives Tusla the authority to assess compliance with the regulations. The purpose of regulation in relation to early years services is to ensure that the care, safety, and well-being of children attending such services is upheld. Inspections of early years services are planned based on the following:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance/ health, welfare and development of child/ safety/ premises and facilities. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulation 9 (1), (2)(a)(b)(c)(d), (4) Management and recruitment regulation 11 (1), (3), (8)(c) Staffing levels.

regulation 16 (a), (g-k) Record in relation to pre-school service
regulation 19 (1)(b), Health, welfare and development of child
regulation 23 Safeguarding health, safety and welfare of child
regulation 24 (1),(3)(a)(i-iv),(b), (4) Checking in and out and record of attendance
regulation 25 First aid.
regulation 26 Fire

However, on inspection additional non-compliances which posed a risk were identified under
regulation 10 Policies, procedures of pre-school service.
regulation 29 Premises

These findings are outlined within the relevant regulations within this report.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

Additional Information

The inspection was carried out after information was received by the inspectorate.

Acknowledgments

The inspector wishes to acknowledge the cooperation of the manager, second staff member and children who were present on the day of the inspection.

Part III – Management and Staff

Regulation 9 – Management and recruitment

(1) A registered provider shall ensure that-

- (a) the service has a designated person in charge and a named person who is able to deputise as required,
- (b) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in subparagraph (a) is on the premises, and
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.

(2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by-

- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,
- (b) consideration of references from reputable sources in the case of a person who has no past employers,
- (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and
- (d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.

(4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

Compliance Information

Following a discussion with the manager and a review of the staff roster, it was confirmed that there were two adults employed in the playgroup. These staff files were reviewed.

(1)(a)

The manager was present in the playschool and there was a named staff member who was able to deputise as required.

(b)
The manager was on the premises at the time of arrival of the inspector and remained on the premises for the duration of the inspection.

(c)
There was a clear management structure in the playgroup service that identified the lines of authority and accountability.

(2)(a)(b)
Validated written references from past employers were available in respect of two adults.

(c)
The mandatory three-year Garda vetting disclosures were available in respect of two adults.

(d)
Police vetting was not required as no adult had lived outside the State for a period of longer than 6 consecutive months since turning 18 years of age.

(4)
Two adults held a major award in Early Childhood Care and Education at Level 5 or higher on the National Framework of Qualifications.

Part III – Management and Staff

Regulation 10 - Policies, procedures etc. of pre-school service

A registered provider of a pre-school service shall ensure that the written policies, procedures and statements specified in Schedule 5 are in place for the service.

Non-Compliance Information

Following a review of the risk assessment policy it was noted that the policy had not been reviewed and updated since the Covid 19 pandemic and was not robust enough to guide staff on the importance of carrying out and recording daily risk assessment practices for inside the playgroup and the outdoor play area.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

The risk assessment policy was reviewed and updated. The service has undertaken a review of all policies and procedures, taking one per month till completed.

Supporting documentation submitted

A copy of the revised risk assessment policy was submitted with the CAPA response.

Summary Comment

The revised risk assessment policy has addressed the non-compliance found on the day of inspection in relation to regulation 10 and will be reviewed on the next inspection.

Part III – Management and Staff

Regulation 11 - Staffing levels

(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.

(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) therefore at that reference number is satisfied.

(8) Without prejudice to paragraphs (2) to (7)-

(c) a registered provider of a sessional pre-school service shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.

Compliance Information

(1)
Throughout the inspection there were an adequate number of adults working directly with the children attending the playschool.

(3)
The correct adult/child ratio was maintained during the inspection. There were two adults employed and present with thirteen children.

(8)(c)
Not applicable as the pre-school is not operated single-handedly.

Part IV – Information and Records

Regulation 16 – Record in relation to pre-school service

(1) A registered provider shall ensure that a record in writing is kept of the following information in relation to the service:

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.

Compliance Information

(1)(a),(g-k)

The manager made sure that a record in writing was kept of the above information in relation to the service.

(3)

The manager ensured that these records were available for inspection to an authorised person.

Part V - Care of Child in Pre-school Service

Regulation 19 - Health, welfare and development of child

(1) A registered provider shall, in providing a pre-school service, ensure that-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

(1)(b)

The manager of the service ensured that appropriate and suitable care practices were in place. Children were given the opportunity for free play during the morning, and children's participation was encouraged in all activities throughout the day.

The transition between one activity and the next was smooth and unhurried, aided by the language used by the adults to the children. Positive reinforcement of children's behaviour contributed to a pleasant environment for the children in the service.

One to one attention was given to a child when required, in addition, support was given to children so that they remained included in activities they maybe have been unsure or unfamiliar with.

The relationships between the adults and children reflected a sense of belonging, inclusion, connectedness and diversity.

There was a cosy area in each pre-school room, had soft furnishings for children to use should they require it during their day.

Children's parents are spoken to on an individual basis at collection time. Parents are encouraged to make direct contact with the service, should they have any concerns or issues.

Non-Compliance Information

(1)(b)

The children attending the service on the day of inspection were not afforded the opportunity to go outdoors to play during their morning.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(1)(b)

The children couldn't go outside due to the moss on the playground. We have employed a company to power wash the playground, so this doesn't happen again. The caretaker will carry out inspections of the playground weekly and the staff will inspect it daily. We are purchasing a power washer for use by the caretaker to prevent this in the future.

Supporting documentation submitted

(1)(b)

Photographic evidence of the playground having been cleaned to an acceptable level were submitted with the CAPA response.

Summary Comment

The non-compliance found on the day of inspection in relation regulation 19 (1)(b) has been addressed and will be reviewed on the next inspection.

Part VI - Safety

Regulation 23 - Safeguarding health, safety and welfare of child

A registered provider shall ensure that all reasonable measures are taken to safeguard the health, safety and welfare of a pre-school child attending the service and that the environment of the service is safe.

Compliance Information

General Safety:

- The main door to the service was securely locked on arrival of the inspector to the service.
- All toys were in good condition and equipment was suitable, age appropriate and in good working order.
- All cleaning products were stored safely out of the reach of children.
- The emergency exit route from the playgroup room was free from obstruction and clearly marked.

Infection Control:

- The sanitary area was located within the playgroup room. There was warm running water at 30°C, liquid soap and paper towels available.
- A foot pedal bin was available in the sanitary area for the safe disposal of used paper towels.
- Table cleaning was observed before and after snack time.
- Hand washing by adults and children was observed before snacks and after using the toilet.

Non-Compliance Information

General Safety:

There were no daily indoor and outdoor risk assessment records available for the service. Daily recording of Risk assessments is required for the safety of both the adults and the children attending the pre-school service.

Infection Control:

There were no consistent cleaning schedule records available to review within the service. Daily recording of completed cleaning tasks within a service is essential for infection control purposes.

Corrective & Preventive Action submitted by the Registered Provider

Corrective & Preventive Action

General Safety:

Risk assessments have been updated and are now in place. We have also put a checklist in place. The board of management intend to add this to the agenda for staff meetings to ensure they are carried out.

Infection Control:

Cleaning schedule records are provided. The staff have been reminded of how important it is to clean and record. A member of staff has been asked to take on responsibility for ensuring the correct cleaning and recording is carried out.

Supporting documentation submitted

General Safety:

A revised risk assessment policy with copies of new check lists to be completed daily were submitted with the CAPA response.

Infection Control:

Revised completed cleaning schedules for premises and toys were submitted with the CAPA response.

Summary Comment

The non-compliances found on the day on inspection in relation to regulation 23, General safety and Infection control have been addressed and will be reviewed on next inspection.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

(3) A registered provider shall ensure that-

(a) no person other than-

(i) pre-school child attending the service,

(ii) a person dropping or collecting such a child,

(iii) an employee, or

(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and

(b) a daily record in writing is kept of the entry on the premises of any such person.

(4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.

Compliance Information

(1)

The manager ensured that all children attending the playgroup were checked in and out on the service register.

(3)(a)(i-iv)

The manager ensured that no other person other than the agreed list of people has access to the playgroup.

(b)

The manager had a record in writing in the form of a visitors' book of all such persons who accessed the playgroup.

(4)

The manager was able to demonstrate that the visitors' book was kept for a period of one year from the dates to which it related.

Part VI - Safety

Regulation 25 - First aid

(1) A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.

(2) A registered provider shall ensure that a suitably equipped first aid box for children-

(a) is safely stored in an easily accessible and conspicuous position on the premises, and

(b) is available to the children attending the pre-school service at all times.

Compliance Information

(1)

A staff member was trained in FAR first aid and available to the children throughout their day.

(2)(a)

A suitably equipped first aid box was located in an accessible place within the premises.

(b)

The first aid box was available to the children attending the service at all times.

Part VI - Safety

Regulation 26 - Fire safety measures

(1) A registered provider shall ensure that a record in writing is kept of-

(a) any fire drill that takes place in the premises, and

(b) the number, type and maintenance record of firefighting equipment and smoke alarms in the premises.

(2) The record referred to in paragraph (1) shall be open to inspection by-

(c) an authorised person.

(4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

Compliance Information

(1)(a)

There was evidence of regular fire drills haven taken place within the service.

(b)

There was a maintenance record of the firefighting equipment and smoke alarms in the premises dated May and April 2024 respectively.

(2)(c)

These records were open to inspection by an authorised person.

(4)

There was a notice of the procedures to be followed in the event of a fire, displayed within the playgroup room

Part VII - Premises and Space Requirements

Regulation 29 - Premises

A registered provider shall ensure that the premises of the service are-

(b) safe and secure,

(d) cleaned, maintained and repaired, as required.

Non-Compliance Information

(b)

On the day of inspection, the inspector and manager both examined the outdoor area, it was noted that the play area was not safe for the children attending the service to use due to the large amount of green moss growing on the soft impact surface area around the fixed play equipment and in other areas around the playground. The moss was extremely slippery and posed a slip or falls risk for both adults and children alike.

(d)

The outdoor area was not maintained to a standard that the children could have access to it on a daily basis.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

(b)(d)

We have employed a company to power wash the playground. Our caretaker will carry out inspections weekly. We are purchasing a power washer for the caretaker to use in the future.

Supporting documentation submitted

(b)(d)

Photographic evidence of the moss having been cleared was submitted with the CAPA response and the ongoing actions will address the non-compliance.

Summary Comment

The non-compliance found on the day of inspection in relation to regulation 29 (b) and (d) have been addressed and will be reviewed on next inspection.